

**Tennessee Voices for Children**  
**Board of Directors Meeting**  
**January 15, 2016**

In Attendance:

Rikki Harris	Paula Sandidge	
Devika Kumar	Bill Kirby	
Bama Wood	Merril Harris	
Chad Poff	Brian Taylor	
Dick Blackburn	Blair Chapman	
Linda O'Neal	Adam Horn	
Debbie Webb	Bill Dobbins	

**Start: 10:06 am**

**I. Welcome and Introductions – Bama Wood**

Bama Wood opened the meeting and stated that she was looking forward to an exciting new year as Board President. She commented that she is excited for many positive outcomes for TVC in 2016. She asked that Paula Sandidge give her Secretary's Report to review minutes from the October 2015 Board Meeting.

**II. Secretary's Report – Paula Sandidge**

Paula Sandidge presented the October 2015 Board Meeting minutes and allowed for review. Mrs. Sandidge asked if there were any questions or recommended revisions. Being none, she asked that all in favor say I and the minutes were unanimously approved.

**III. Audit Report – Kraft CPA, Vikki Gray and Kristina Kirby**

Brian Taylor introduced Vikki Gray and Kristina Kirby from Kraft CPA Accounting. Kristina introduced herself and Vikki and stated that Vikki would report the audit findings. Vikki reported that the overall audit was considered a clean audit. There were no significant transactions or deficiencies. She shared that revenues and expenses were down, but mainly due grants that had ended such as K-Town. She reported that there were no major findings in testing the detail of activities for the programs. There was an issue with payroll that had been noted. Although it was very slight, it was still considered a significant difference. Vikki stated that the situation had been resolved and new controls had been put into place for the future. Brian explained the payroll error and the new review process to the Board.

#### **IV. CEO Report- Rikki Harris**

Rikki stated that several members of the Leadership Staff were not in attendance. Kim Sterling was on medical leave and Kathy Rogers was attending an important meeting for the Baptist Healing Trust Grant that TVC had recently applied for and been accepted into the second round of the selection process. Rikki also reported that Natalie Ray had accepted a new position that would allow her the flexibility to work from home in order to spend time more time with her children. Rikki informed the board that Emily Carroll had accepted the position as the new Director of Development and Marketing and would be starting soon.

Rikki informed the Board about the tragic passing of Kayla Bryanton, a former youth advocate for TVC. Rikki reminded Board members that Kayla was also one of the youth featured in our documentary film, *Hear Our Voices*.

Rikki stated that the ECN Grant was in its last year and would wrap up in September. She reminded the Board that the ECN Program covers five counties and children ages birth to 5. She reported that TVC had been notified about an opportunity for a carryover of \$250,000. She stated that the budget was due to the state soon to request funding. Rikki reported that there is over \$800,000 left to spend statewide. Some ways to use the money are a possible large level ACES conference and supporting the Tennessee Young Child Wellness Center.

Rikki also gave a brief update on the Youth Screen Program that she had mentioned in October. Rikki and Bill Dobbins recently met with the Commissioner and Assistant Commissioner about a request for extra funding for this program to be able to expand screenings into East and West Tennessee. They would like to see the budget nearly tripled from 122,000 to 360,000. Rikki stated that they seemed optimistic about the expansion into East Tennessee and are in the process of applying for the Humana Grant to increase funding to serve that area. She stated that schools in the Knox County area had been in contact with the K-Town office about these services. TVC is applying for \$25,000 for the Humana Grant to begin work in East Tennessee. Rikki stated that she would keep the Board informed on future progress.

Rikki reported that TVC had been accepted into Stage 2 of the Baptist Healing Trust Application process. She thanked the Board for the time spent completing the strategic plan which played an important role in this process. The grant would provide \$210,000 over a three year period. With these funds, TVC would be able to offer more services and increase work with MCOs. In a three year plan, TVC would

build staff to offer more support, increase coalition building and ultimately form a statewide coalition.

Rikki updated the Board on the TVC Staff Strategic Planning Committee. Rikki stated that the staff was very excited about the new mission and vision for the future. The committee is in the process of mapping out ways to achieve the new goals by assigning a staff member to each goal and discussing the who, when, and how of the process. Rikki also mentioned that the staff has an exercise planned for the next staff meeting to physically map out TVC's current services across the state.

**V. Treasurer's Report – Chad Poff**

Chad stated that he was pleased with the outcome of the audit. He asked if anyone had any questions in regard to the audit. Being none, he moved on and asked the Board to locate the Supplemental Information packet containing the November 2015 Financials. Everyone took a moment to review and no questions were posed. Merrill Harris made the motion to accept the financials, Linda O'Neal seconded the motion and it passed unanimously.

**VI. Finance/Personnel Committee Report- Chad Poff**

Chad reported that the Finance Committee was still in the process of working on an investment strategy. He stated that the committee had met with Suzanne Nelson, who handles the 403B enrollment for TVC staff. Chad reported that there would be no contract with Suzanne which was a positive factor. The committee decided to look into other options after deciding that they were not comfortable with the options that Regions Bank had provided. Chad stated that he would like the Finance Committee to meet this quarter to work on drafting an investment policy. He encouraged full Board participation and explained that the meeting would need to be about an hour and a half. Several Board members offered suggestions about sample investment policy statements. Others asked about other local organizations and what kind of policies they have in place. Rikki stated that she had spoken with Michele Johnson of the Tennessee Justice Center, but their investments are a little more aggressive than TVC would like. Devika Kumar and Linda O'Neal offered the names of possible organizations that we could contact.

**VII. Legislative Report- Bill Dobbins**

Mr. Dobbins reported on the General Session that recently met. He stated that the proposed budget was scheduled to begin in July. Bill explained that there have not been cuts in recent years and no real cuts are expected for this year.

He reported that he is optimistic about the proposed Youth Screen expansion. He feels as though the department agrees that it is needed and would be a good strategy. He is hopeful to receive an update on this process in February or March.

#### **VIII. Policy Committee Report- Linda O'Neal**

Linda O'Neal reported in Tom Starling's absence. Linda reported on The Sentencing of Youth in Tennessee. She explained that the bill had not been introduced yet, but it should be in the near future. She stated that this is very important for youth because it could potentially eliminate life without parole for juveniles except in a capital murder case. She mentioned a specific case regarding Centoyia Brown and a documentary about her being a victim of human trafficking called *Me Facing Life*.

Linda also reported on ACEs and the impact it is having across the state of Tennessee. She stated that it is becoming very widespread and informing/educating people across many areas. She reported that it is encouraging people to focus on prevention and intervention, which is where TVC plays a role. She stated that we are never going to prevent everything, but we can prevent more and use a more sensitive approach. Instead of asking, "What's wrong with you?", we need to be asking "What happened to you?". She told the board that there is a serious effort to transform the system into becoming more trauma informed.

#### **IX. Marketing Committee Report- Rikki Harris**

Rikki gave a report on behalf of the Grant Committee; she discussed some new proposals the committee is currently working on completing. One proposal is for the Care Foundation of America, Rikki stated the committee is working on drafting a proposal, but the foundation doesn't specifically state what they are looking for in a proposal.

Rikki also reported that we will be applying for the HCA Foundation Grant. She stated that she met with them about our strategic plan and they seemed pleased with the proposal.

She informed the Board that we are in stage two of the Baptist Healing Trust Grant application process. She explained that completing the application process so far has been a large workload.

Rikki stated that she has a contact at Dollar General Corporation that works closely with their literacy grant program. She is working to connect TVC with the literacy program through social-emotional literacy.

She also reported that the Grant Committee is currently working on a Humana Grant application to fund the Youth Screen Program in East Tennessee.

Board members had questions about grant opportunities with organizations such as the TN Titans, TN Lottery, and Ingram. Rikki answered their questions and encouraged Board members to connect with board members from larger organizations in order to advance opportunities for TVC in the future.

Rikki directed the Board members to the information about the Kroger Rewards program in their packet. She encouraged members to sign up for this service to raise funds for TVC. Brian mentioned GoodShop was another simple way to raise funds for TVC by shopping online.

Rikki told the Board that we would be participating at the Music City Sports Festival again this year on June 4-5. She explained that this was a great opportunity for exposure for TVC and we are grateful to Sir Speedy for allowing us to share their booth space.

#### **X. Policy/Procedure Changes- Brian Taylor**

Brian explained that a few documents had been revised in order to meet Department of Mental Health Licensure Requirements. The first three sections were Service Recipient Rights and Responsibilities (Sec. 3.4), Absences from Work (Sec. 8.1), and Fraud, Waste and Abuse Policy (Sec. 5.16).

Changes were made to the Recruitment and Hiring policy (Sec. 5.4) based on feedback received from the SAMHSA Grant application. There was debate over if this policy should be revised in order to meet criteria for future grants.

The last revision was the Progressive Discipline Policy (Sec. 5.12). It explains that disciplinary action is unique and isn't covered in the manual. Brian stated it gives flexibility to handle situations on a case-by-case basis.

Bill Kirby made the motion to approve the Policy/Procedure changes. Linda O'Neal seconded the motion, and it was approved.

#### **XI. Lunch (11:51 am)**

#### **XII. Strategic Planning Committee Report- Bill Kirby**

Bill reported that Rikki had created an Executive Summary as part of the Strategic Plan. Rikki thanked Bill for his dedication to completing the Strategic Plan. Bill explained that he and Rikki had met and discussed the goals and laid them out in a document to form an action plan. Bill directed the board members to the documents in the packet regarding Strategic Planning. Bill explained the action and it was discussed among Board members.

Rikki shared that she discussed the action plan with staff at the TVC Staff Strategic Planning Committee Meeting and they were very enthusiastic about the plan. She

stated that there was a very focused conversation built around it and it helped staff realize how many opportunities are available for the organization. Dick Blackburn made the motion to accept the Strategic Plan as presented. Linda O'Neal seconded the motion and it passed unanimously.

### **XIII. Executive Committee Nominations- Bama Wood**

Bama Wood mentioned discussion of Executive Committee nominations at the October Board Meeting. She presented nominees as follows:

President Elect- Bill Kirby

Secretary (to Shadow Paula Sandidge)- Debbie Webb

Treasurer- Chad Poff

Member at Large- Katrina Donaldson

(Katrina was not present at the meeting. Bama discussed speaking further with Katrina about this nomination.)

Dick Blackburn made a motion that the nominations cease and Rhonda Ashley-Dixon seconded the motion. Dick Blackburn recommended that the slate be approved as presented. Linda O'Neal seconded the motion and it was approved.

Bama informed the Board that Jack McKenzie had made the decision to resign from the Advisory Council because of recent health issues.

Bama also informed the Board that Merrill Harris' second board term was ending and that this would be her last meeting. She presented Merrill with a gift of recognition from the Board of Directors and TVC staff. Bama thanked both Jack and Merrill for the many years of support and dedication to TVC.

Bama explained that Dick Blackburn, Linda O'Neal, and Sheila Peters were also at the end of their terms and would be moving to the Advisory Council.

### **XIV. Committee Assignments - Bama Wood**

Bama Wood explained that committee roles are important parts of Board membership. Bama encouraged everyone be an active participant in a committee. Bama asked Board members if they were interested in joining any particular committees. The results were as follows:

Devika Kumar- Marketing

Rhonda Ashley-Dixon- Marketing

Bill Kirby- Finance and Marketing

Dick Blackburn- Bylaws and Nominating

Linda O'Neal- Policy and Finance

Bill Dobbins- Policy

Paula Sandidge- Marketing and Volunteer

**XV. Old Business**

None

**XVI. New Business**

Linda O'Neal recommended that TVC support and address juvenile sentencing in Tennessee. Merrill Harris seconded the motion and it passed unanimously.

Bama Wood thanked everyone for their attendance and input. The Board members then discussed the option of meeting more often. The members discussed potential conference calls in between quarterly board meetings. They also discussed calling optional meetings when there is a specific need or topic to be discussed. The Board will discuss this option more in April.

**Adjourned at 12:54 pm**